

Contracting

CONTRACTING SUPPORT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This HQ Operating Instruction (HOI) implements AFPD 64-1, The Contracting System. The purpose of this HOI is to direct all requiring activities to submit contractual requirements, regardless of funding source, to Headquarters Air Force Special Operations Command Contracting Division (HQ AFSOC/LGC) for review. The only exceptions are (1) base infrastructure support requirements (reviewed and procured by 16 CONS) or (2) requirement efforts related to manufacturing/repair of weapon systems (reviewed and procured by System Program Office or Air Logistics Center).

1. General. HQ AFSOC/LGC will meet mission need through two methods. (1) HQ AFSOC/LGC procures the user's requirement via any government contract vehicle or (2) establishes agreement with another government entity to procure user's requirement. User must secure adequate funds for all requirements.

2. Requesting Contracting Support. If the requirement involves manpower support, Manpower Division (HQ AFSOC/XPM) will review requirements for proper sourcing. If contract support is required for an effort, the requirement shall be submitted to HQ AFSOC/LGC. Reference the HQ AFSOC/LGC website at <https://www.afsoc.af.mil/milonly/lgc/> for information on submitting requirement packages for Advisory and Assistance Services (A&AS) and non-Advisory and Assistance Services. Contact LGC contracting officers for additional procurement information.

3. Approval for Outside Agency Support. HQ AFSOC/LGC shall review all efforts requiring contract support. LGC, in coordination with the user, will determine if contract support by another agency is required. Deviations/waivers to this policy will require HQ AFSOC/DS approval.

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